

WELCOME LETTER

Dear, Noncommissioned Officer

Welcome to our Noncommissioned Officer Academy and congratulations on your selection to attend the Senior Leaders/Advanced Leaders Course Army Logistics University.

The purpose of this letter is to provide you with information that will enable you to better plan for your stay here at Fort Lee, Virginia. A student guide is enclosed. These enclosures should answer most of the routine questions that you may have. Items listed below include some specific points of information that need to be emphasized:

- a. In accordance with Joint Travel Regulation (JTR) and Army Regulation (AR) 55-46, 210-50, personnel in TDY status are not authorized movement of dependents at government expense. **NOTE:** Soldiers PCSing to Fort Lee are required to sign-in to their gaining unit prior to attending ALC/SLC. Soldiers will not be authorized TDY, they must consider this to better accommodate their families.
- b. The ALC/SLC is conducted in a Noncommissioned Officer Academy environment; you will be housed by Army lodging for the duration of the course. Students are required to maintain their rooms in accordance with current Post Billeting Standing Operating Procedures (SOP) and Policy Letters.
- c. All incoming personnel must ensure that they have the following
 1. Pre-Execution Checklist
 2. Proof of current military physical, cardiovascular screening is required for personnel 40 or over.
 3. Government credit card/travel advance, and 10 copies of their orders (the term "orders" applies to DTS and DA Form 4187, orders, and attachment memorandums) in their possession upon arrival.
 4. You will report to Ft Lee Lodging on the report date. A flyer will be provided with information for the start date.
 5. It is recommended that you bring a minimum of \$200, to purchase forgotten items.
 6. Sending commands may judiciously authorize rental cars for those that must fly. (MTSS Message 2006)
- d. National Guard Personnel:
 1. Will bring their finance, personnel and medical records.
 2. Active Army and Active Guard Reserve personnel recently married should bring a copy of their marriage certificate.
- e. Soldiers on jump status will not be authorized to jump while in TDY status.

- f. All students selected to attend the NCO Academy must meet the student prerequisites I.A.W TRADOC Regulation 351-1, paragraph 1-8 as follows:
1. Must have a confirmed "R" reservation training seat I the Army Training Requirements and Resources System (ATTRRS).
 2. Have more than 6 months of service remaining after completion of the course. Students who need to reenlist or extend to meet service requirements must do so prior to departing their losing command.

Again, welcome to our academy. I am looking forward to having you as a student and I am confident that you will find the courses both challenging and rewarding.

Point of contact for this action is CSM Daniel L. Reid, DSN 539-8042, Comm. (804) 765-8042.

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CSM DANIEL L. REID
Command Sergeant Major, U.S. Army
Commandant